



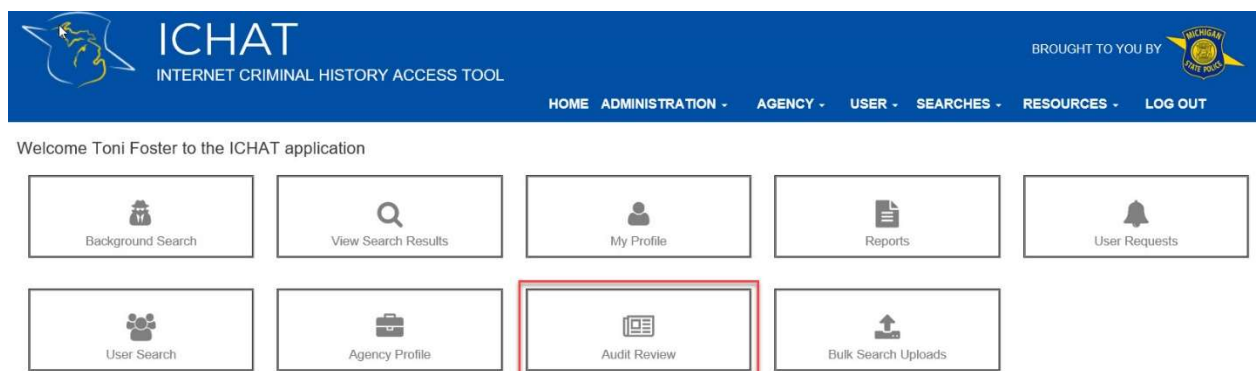
How to Complete an Audit

As the ICHAT **Agency Administrator**, you have the responsibility to complete the Agency's Audit.

You will receive an email on the 5th of the Month and the due date will be on the 20th.


Should your agency need more time, you can submit an extension User Request via the box below.

- After successfully logging in to the ICHAT application and selecting your "Agency Admin" role you will be taken to the Main Menu, displaying all the options shown above.
- To start the audit process, please select "Audit Review" like shown below. If you do not see that option, contact the agency admin. If the agency admin is no longer with the agency, you will need to contact the ICHAT help desk to update the agency.



- Without typing anything in the search fields provided you will press the green "Search" button. Doing so will subsequently display a list audits your ICHAT Agency has been requested to perform since this version launched in 2018.
- From the list, select the Audit that you wish to complete by clicking on "Audit Details".

ICHAT
INTERNET CRIMINAL HISTORY ACCESS TOOL

BROUGHT TO YOU BY 

HOME ADMINISTRATION - AGENCY - USER - SEARCHES - RESOURCES - LOG OUT

Audit Review Search

Agency Name*
Michigan State Police - Emhsd Upper Peninsula Region

Audit Due Date From Audit Due Date To Audit Initiated Date From Audit Initiated Date To

Audit Status
Select Audit Status

Search Clear


Excel PDF Column visibility Search:

| Audit Agency Name | Audit Start Date | Audit Due Date | Audit Status | Audit Reviewed Date | Notification Sent? | Audit Completed? | Audit Failed? | Audit Details |
|--|------------------|----------------|-----------------|---------------------|--------------------|------------------|---------------|-------------------------------|
| Michigan State Police - EMHSD Upper Peninsula Region | 8/5/2018 | 8/20/2018 | Audit Completed | 3/15/2019 | Yes | Yes | No | Audit Details |

Showing 1 to 1 of 1 entries Previous 1 Next

- The next screen will be the Audit Review Detail. At the bottom of this screen is the list of names that will need to be uploaded via pdf or excel spreadsheet.

ICHAT
INTERNET CRIMINAL HISTORY ACCESS TOOL

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HOME ADMINISTRATION - AGENCY - USER - SEARCHES - RESOURCES - LOG OUT

Audit Review Detail |

Agency Code
ICHAT201804489

Agency Name
Michigan State Police - EMHSD Upper Peninsula Region

Initiated Date
8/5/2018

Due Date
8/20/2018

Audit Status
Audit Completed

Is Audit Failed
No

Cancel

First Name Last Name Date Of Birth(DOB)

SID Number Audit Detail Status
Select Status

Search Clear

Excel PDF Column visibility Search:

| First Name | Last Name | Date of Birth | Gender | Race | Reason for Search | SID Number | Search Date | Email Address | Status | Document Uploaded | Audit Failed |
|------------|-----------|---------------|--------|------|-------------------|------------|-------------|---------------|--------|-------------------|--------------|
|------------|-----------|---------------|--------|------|-------------------|------------|-------------|---------------|--------|-------------------|--------------|

- To upload the documentation for each person, click on the “View” button on the right-hand side of the screen.

Excel PDF Column visibility

Search:


| First Name | Last Name | Date of Birth | Gender | Race | Reason for Search | SID Number | Search Date | Email Address | Status | Document Uploaded | Audit Failed | |
|------------|-----------|---------------|--------|------|-------------------|------------|-------------|----------------------|-----------------|-------------------|--------------|----------------------|
| | | | | | Volunteer | 3730833h | 6/7/2019 | campbellc@oakgov.com | Audit Initiated | No | N/A | View |
| | | | | | Volunteer | 4085868l | 6/7/2019 | campbellc@oakgov.com | Audit Initiated | No | N/A | View |
| | | | | | Volunteer | 5605131l | 6/5/2019 | campbellc@oakgov.com | Audit Initiated | No | N/A | View |
| | | | | | Volunteer | 2494498e | 6/7/2019 | campbellc@oakgov.com | Audit Initiated | No | N/A | View |
| | | | | | Volunteer | 4573345j | 6/7/2019 | campbellc@oakgov.com | Audit Initiated | No | N/A | View |
| | | | | | Volunteer | 3277518l | 6/7/2019 | campbellc@oakgov.com | Audit Initiated | No | N/A | View |
| | | | | | Volunteer | 4265895x | 6/5/2019 | campbellc@oakgov.com | Audit Initiated | No | N/A | View |
| | | | | | Volunteer | 3805002k | 6/5/2019 | campbellc@oakgov.com | Audit Initiated | No | N/A | View |
| | | | | | Volunteer | 5369354l | 6/5/2019 | campbellc@oakgov.com | Audit Initiated | No | N/A | View |
| | | | | | Volunteer | 1856145h | 6/5/2019 | campbellc@oakgov.com | Audit Initiated | No | N/A | View |

Showing 1 to 10 of 22 entries


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☐ If all the documentation is uploaded, please check the box and click "Final Submission" to let the Michigan State Police know your audit is ready for their review.

Final Submission



ICHAT
INTERNET CRIMINAL HISTORY ACCESS TOOL

BROUGHT TO YOU BY


HOME ADMINISTRATION - AGENCY - USER - SEARCHES - RESOURCES - LOG OUT

Audit Search Details

First Name

Last Name

Is audit failed?

N/A

Date of Birth

SID Number

Search Audit Status

3730833h

Audit Initiated

Comments (Maximum number of characters left - 250)

Upload Documents (Only pdf and excel files are allowed to upload.)

Browse

Audit Status

Select Status

- Comments are required for each person.
- After all the files have been uploaded, you will need to click on the “Final Submission” button. This lets MSP know the audit is ready for review.

Excel

PDF

Column visibility

Search:

| First Name | Last Name | Date of Birth | Gender | Race | Reason for Search | SID Number | Search Date | Email Address | Status | Document Uploaded | Audit Failed | |
|------------|-----------|---------------|--------|------|-------------------|------------|-------------|-----------------------|-----------------|-------------------|--------------|----------------------|
| | | | | | Volunteer | 3730833h | 6/7/2019 | campbellic@oakgov.com | Audit Initiated | No | N/A | View |
| | | | | | Volunteer | 4085868l | 6/7/2019 | campbellic@oakgov.com | Audit Initiated | No | N/A | View |
| | | | | | Volunteer | 5605131l | 6/5/2019 | campbellic@oakgov.com | Audit Initiated | No | N/A | View |
| | | | | | Volunteer | 2494498e | 6/7/2019 | campbellic@oakgov.com | Audit Initiated | No | N/A | View |
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Showing 1 to 10 of 22 entries

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Next

☐ If all the documentation is uploaded, please check the box and click "Final Submission" to let the Michigan State Police know your audit is ready for their review.

Final Submission

If there are any questions, please contact the ICHAT Help Desk at 517-241-0606 or via email at MSP-CRD-ICHATHELP@michigan.gov